

LETHBRIDGE POLICE SERVICE REQUEST TO ACCESS INFORMATION

Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your Request. Please read the form carefully, and complete all applicable fields, you are responsible to review and <u>sign</u> all pages of the form. Be sure that you provide your full name, any other names that you have previously used. If you are requesting records for another person (third - party), you will have to provide proof that you have legal authority to act for that person, additional documentation and explanatory records may be required.

ABOUT YOU (PLEASE PRINT)							
Surname/Family Name			First Name			Middle Initial	
Date of Birth Company Name (if applicable))				
Mailing address							
City		Province		Posta	Postal Code		
Daytime Phone		Email Address					
ABOUT YOUR REQUEST		•					
What kind of information are you r	equesti	ng? (page 2 must be revi	ewed and signed)				
						Click to Attach Documentation	
How do you want to receive the reco	ords? Ch	oose one					
What records do you want to access	?						
Please provide as much detail as possit this request form. If you are requesting y have previously used, and if you are req to act for that person.	our own	personal information, p	olease be sure that you pro	ovide: you	r full name, any	other names that you	
What is the time period of the records? Please give specific dates. (see reverse for details)							
Your Signature							
Signature					Date		
For Office Use Only							
Verified by:				Payment Method (if applicable)			
Date	Comme	ents	FOIP File				

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How to Complete the Form

You can request access to many of the Lethbridge Police Service records without making a request under the *Freedom of Information and Protection of Privacy Act*. To determine whether you need to make a request under the Act, or if you need help completing the form, contact Lethbridge Police Service Access and Privacy Unit, FOIPPArequest@lethbridpolice.ca, (403) 330-5059.

About You:

In this part of the form enter:

- Your last name, first name and preferred title, if any;
- The name of the company or organization you are representing, if applicable;
- Your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;

About Your Request:

What kind of information do you want to access? Check general or personal information.

General information: Information other than personal information. For example, it would include information about a third party.

If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you will be required to pay a 50% deposit. The records will be provided when the fee is paid in full.

Personal information: Your own personal information or the personal information of an individual you are entitled to represent.

If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee, or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing the copies is more than \$10. In these cases, you will be notified of the fee.

Continuing request: The same request that is processed repeatedly at pre-determined time intervals over a period of up to 2 years.

If you are making a continuing request contact the Information Specialist for the Lethbridge Regional Police Service. There will be an initial fee of \$50 and applicants must pay any additional costs as the information becomes available.

How do you want to receive the records? Check the appropriate box.

Signature:

About The Information That You Wish To Access:

What information are you requesting? Be as specific as possible in describing the record(s). If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- Your full name;
- Any other names that you have previously used; and
- Any identifying number that relates to the records, such as your employee number, case number or other identification number.

If requesting another person's information, give:

- The person's full name;
- Any other name that person may have used on the records; and
- Any identifying numbers for the person, if you know them.

If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

- Parents must provide proof of parentage documentation, including any active court orders, detailed description of records sought after, AND explanation of how disclosure is in best interest.
- Guardians/Trustees must provide court appointment records, detailed description of records sought after, AND explanation of how disclosure is related to appointed guardian/trustee duties.

• Deceased Access

- Next of Kin requestor, must provide documentation proving relationship to deceased, explanation for context as to why records are being requested
- Administrator of estate, must submit a grant of probate or letters of administration proving authority to administer the estate, detailed description of records sought after, AND explanation of how disclosure is related to the administration of the estate.

What is the time period of the records? Enter the specific dates or date ranges of the records you want to access.

Your Signature:

Sign and Date the form. Submit the completed form and the initial fee, if applicable, Lethbridge Police Service, 135 1 Avenue S, Lethbridge, Alberta T1J 0A1.

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